



JOB DESCRIPTION

Job Title	Future of Work (FOW) Policy Advisor (B1)
Department	Strategy Implementation Team (SIT) – Office of the General Secretary (OGS)
Reports to (Please also attach an organisation chart showing where the job fits in to the department)	Young Transport Workers Officer
Direct reports (if any)	None
Other management responsibilities e.g. value of budgets/assets managed, external resources/contractors	N/A
Main Job Purpose	
<ul style="list-style-type: none"> • Strategy development and delivery – Under the direction and advice of the Young Transport Workers Officer, develop and collaborate with key stakeholders to support the delivery of an organisation-wide strategy to deliver the ITF FOW work plan. • FOW activities – in collaboration with SRD heads, support with the coordination of the delivery of the activities within the ITF FOW work plan, ensuring alignment with Congress outcomes (strategic directions). • SRD support – provide support for work relating to FOW and new technology to specific ITF Sections, Regions and Departments (SRDs), as agreed. • OGS support – provide support for the OGS, including attending meetings; producing briefings, and presentations; and engaging with affiliates and external organisations, as agreed. 	
Main Responsibilities	
Under the direction of the Young Transport Workers Officer:	
Strategy development and delivery	
<ul style="list-style-type: none"> • Produce and coordinate a strategy proposal for the delivery of related work plan activities across SRDs. • Coordinate an internal coordination team with relevant officers and staff, with regular meetings that allocate tasks to its members. • Work with the ITF Research Department and/or external organisations to research and identify key issues for transport workers that have arisen or may arise as a result of the introduction of new technologies, and develop programmes and toolkits as necessary to support that. • Coordinate the ITF’s strategy for delivering FOW projects and activities with the Communications, Legal, Campaigns and Union Building Departments to ensure alignment with the strategic directions and FOW work plan. • Build and maintain working relationships with ITF affiliates on issues related to the FOW and update the relevant governing bodies of the ITF as required. • Represent the ITF externally on issues related to the FOW and/or work with international and inter-governmental organisations, NGOs, employers’ organisations and others when requested and/or required. • Support cooperation with other global union federations (GUFs) and international trade union organisations on issues related to the FOW when requested and/or required. 	

**FOW activities**

- Coordinate the delivery of the ITF FOW work plan.
- Build affiliate and SRD engagement in the FOW activities and work plan.
- Support the development and direction of programme budgets concerning projects and activities related to the FOW, and identify external funding opportunities, in line with ITF internal processes.

SRD support

- Assist in coordinating SRD FOW projects and activities, as agreed.
- Assist in ensuring coherent messaging within SRDs on FOW throughout the ITF, in line with the Congress mandate on the FOW strategy and decisions made by the Executive Board.

OGS support

- Assist in coordinating and delivering OGS internal and external meetings related to the FOW.
- Produce briefings, speeches and presentations for the General Secretary and/or other officers on the FOW, as agreed.
- Support the OGS in coordinating and implementing internal processes and policies.
- Support the SIT in its work in OGS, and across the ITF and its affiliates.
- Keep up to date with political, industrial and economic developments.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent	Graduate level or equivalent.	Postgraduate degree or equivalent qualification or experience.
Knowledge, experience and technical skills	<p>Strong experience within a trade union or similar organisation.</p> <p>Knowledge of the transport industry and future of work</p> <p>Good planning, project management, analytical and problem-solving skills.</p> <p>Ability to digest and summarise complex information.</p> <p>Ability to work under pressure with minimum supervision and sound organisational skills.</p> <p>Excellent communication, negotiation and interpersonal skills.</p> <p>Excellent written and spoken English.</p> <p>Respects and values equality and diversity and has an understanding of how to support this in operational activity.</p> <p>IT literate in Word, Excel and PowerPoint at intermediate level.</p>	<p>Experience working with international organisations, non-union actors and governance bodies on technology changes and it's impacts.</p> <p>Knowledge of other languages would be an advantage.</p> <p>Experience of working with a variety of cultures, interests and political backgrounds.</p>
Personal attributes/skills	<p>Ability to exercise discretion, diplomacy, judgement and initiative.</p> <p>Flexibility.</p>	



	Maintain resilience and a positive outlook.	
Practical requirements e.g. hours, requirement to travel	Ability to undertake international travel, as required. Ability to work flexibly, including working out of office hours occasionally.	

March 2020